

Hartley-Melvin-Sanborn CSD

Education Assn.

8/15/2006

8/14/2008

COMPREHENSIVE AGREEMENT

H-M-S

SCHOOL DISTRICT

AND

EDUCATION ASSOCIATION

2006-2007

2007-2008

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COMPREHENSIVE AGREEMENT
BETWEEN THE
HARTLEY-MELVIN-SANBORN COMMUNITY SCHOOL DISTRICT
AND THE
HARTLEY-MELVIN-SANBORN EDUCATION ASSOCIATION
2006-2007
2007-2008

ARTICLE I: PREAMBLE

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of the Hartley-Melvin-Sanborn Community School District is their mutual desire and that the character of such education depends upon many administrative, and Board services and it shall be the mutual aim of the parties to this Agreement.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, it is agreed as follows:

ARTICLE II: RECOGNITION

A. UNIT

The Board hereby recognizes the Hartley-Melvin-Sanborn Education Association as the certified exclusive and sole bargaining representative for all personnel specifically set forth in the PERB certification instrument (Case 426:) issued by the PERB on the 14th day of October, 1975 who are under contract, either verbal or written, who are on leave, or who are to be employed by the Board of Education of the Hartley-Melvin-Sanborn Community School District. Such recognition shall cover all personnel assigned to newly created professional positions of a similar type as designated in said certification instrument unless such positions are principally supervisory or administrative.

The unit described in the above certification is as follows:

INCLUDED: All full-time and regular part-time professional personnel including: classroom teacher, guidance counselor, librarian, athletic director, instructional media center coordinator, special teachers (art, drama/speech (including play director, speech contest director), driver education, foreign language, industrial arts, instrumental music teacher/band director, learning disabilities, physical education, reading improvement, remedial reading, special education, Title I, vocal music, vocational agriculture, vocational homemaking, work exploration coordinator, curriculum coordinator, technology coordinator).

EXCLUDED: Superintendent, principals, nurses, teacher associates, secretaries, persons hired only for study hall supervision, cooks, custodians, bus drivers and persons excluded by Section 4 of the Act.

B. DEFINITIONS

1. The term "Board" or "Employer", as used in this Agreement, are synonymous and shall mean the Board of Education of the Hartley-Melvin-Sanborn Community School District or its duly authorized representatives.
2. The term "employee" as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association", as used in this Agreement, shall mean the Hartley-Melvin-Sanborn Education Association or its duly authorized representatives or agents.

ARTICLE III: GRIEVANCE PROCEDURE

A. STATEMENT OF PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise in interpreting the terms of this Agreement.

B. DEFINITIONS

1. A "Grievance" shall be a claim by the grievant that there has been a violation, misinterpretation, or misapplication of a provision of the contract.
2. A "Grievant" shall be a person, group of persons, or the Association filing the grievance.
3. "Party in Interest" shall mean the person or persons, including the Employer and the Association, who might be required to take action or against whom action might be taken in order to resolve the complaint.

C. TIME LIMITS

1. Time Limits. If the stipulated time limits contained in this Article are not met by the grievant, the grievance shall be deemed dropped. If the stipulated time limits contained in this Article are not met by the Employer's agents, the grievant shall have the right to appeal to the next step of the procedure if such appeal is taken in a timely manner and in the procedure set forth herein. The time limits may be extended in writing by mutual agreement.
2. Year-end Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the party in interest, the time limits set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 days thereafter.

D. RIGHTS TO REPRESENTATION

1. Employee and Association. The grievant shall have the right to representation by one representative from the Association at each step of the grievance system. When an employee is not represented by the Association, the Association shall be advised in writing of the proposed disposition of the grievance at each step by receipt of a copy of the employer's written answer. The Association shall have three days after receipt of notice of a proposed settlement to file a grievance which shall be handled as any other grievance. During the processing of such an Association grievance, the proposed disposition will be held in abeyance.
2. Released Time. When it is necessary for a grievant or his/her representative to meet regarding a grievance during the work day, all meetings shall be scheduled to start within one (1) hour after students are dismissed.

E. PROCEDURE

1. Step One - Principal (Informal). An employee with a grievance shall first discuss it with his/her principal either directly or with an H.M.S.E.A. member with the objective of resolving the matter informally.
2. Step Two - Principal (Formal). Within thirty (30) days of the occurrence of the event which caused the grievance, the grievant must invoke the formal grievance procedure by delivering a completed grievance form with the signatures of the grievant or parties in interest, to the principal. The principal must, within ten (10) days of receipt of the grievance render a written response to the grievance. Such action may include a meeting with the grievant, party in interest and representative, if requested by the principal.
3. Step Three - Superintendent. If the grievant is not satisfied with the disposition of his/her grievance at Step Two, he/she shall, within ten (10) days of the answer from Step Two, appeal in writing to the superintendent. The superintendent must, within the following ten (10) days of receipt of the appeal, hold a meeting with the grievant, his/her representative, any party in interest, and the principal and respond in writing.
4. Step Four - Binding Arbitration.
 - (a) If the grievant is not satisfied with the disposition of the grievance at Step Three, the grievant shall meet with the Association and if both the grievant and the Association determines that the grievance is meritorious it shall submit a written request for arbitration within ten (10) school days from receipt of the written answer from Step 3 by delivery of the request to the superintendent.
 - (b) Within ten (10) school days after written request for arbitration, the Board and the Association, through its representative, shall attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the American Arbitration Association (AAA) by the Board and the Association. The list shall consist of three (3) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one of the two remaining names. The person whose name remains shall be the Arbitrator.
 - (c) The arbitrator shall confer with the representatives of the Board and the Association and hold hearing promptly and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to recommend any decision which requires the commission of an act prohibited by law or which violates, modifies or alters the terms of the Agreement. The decision of the arbitrator shall be binding on both parties.
 - (d) The costs for the services of the arbitrator and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

F. GENERAL PROVISIONS.

1. Separate Grievance File. Any documents and communications between the parties dealing with the processing of a grievance shall be kept separate from the personnel files in a separate grievance file.
2. Group Grievance. If a grievance affects a group or class of the employees because of the existence of the similar facts and issues, the grievance shall be treated as any other grievance and the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Step Three. The Association may process such a grievance through all steps of the grievance procedure.
3. Meetings and Hearings. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated representatives.
4. No Reprisals. No reprisals of any nature shall be taken by the Board of Education or school administration against any grievant or his/her representatives because of their participation in the grievance procedure.
5. Grievance Forms. Grievance forms shall be as set forth in Schedule 1. Copies may be obtained in the office of the principal, the office of the superintendent or from Association representatives.

ARTICLE IV: DUES DEDUCTION

A. AUTHORIZATION

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the superintendent, through the Association Membership Chairperson, a lawful assignment authorizing payroll deduction of professional dues to the Association on or before September 5th of each year. In case of employees hired after September 5th, the lawful deduction authorization must be received within fifteen (15) days of the employee's first work day. The Association agrees to hold the Board and its agents and representatives from any damages, expenses, claims or costs incurred by reason of the Board's honoring any such assignment.

B. REGULAR DEDUCTION

Pursuant to a lawful deduction authorization, the Board shall deduct one-tenth (1/10) of total dues from the regular salary check of the employee each month for (10) months, beginning in September and ending in June of each year or on a pro-rata basis from the date of receipt of the lawful authorization deduction when involving employees hired after September 5th. Employees hired prior to September 5th for whom a lawful authorization is not received prior to September 5th shall pay them directly to the Association. Employees hired after September 5th for whom a lawful authorization is not received within fifteen (15) days of the employee's first work day shall pay them directly to the Association.

C. TERMINATION

Any employee who terminates employment prior to June shall provide written verification to the Board through the Association Membership Chairperson that dues are paid in full or that satisfactory arrangements have been made therefore before he/she shall be entitled to receive the last pay check due to that employee.

D. TRANSMISSION OF DUES

The Board shall transmit to the Association the total monthly deduction for professional dues deducted pursuant to paragraph A within ten (10) school days following each regular period.

ARTICLE V: COMPLIANCE CLAUSES AND DURATION

A. COMPLIANCE BETWEEN INDIVIDUAL CONTRACTS AND COMPREHENSIVE AGREEMENT

Any individual contract between the Board and an employee shall be consistent with the terms and conditions of this Agreement. In case of any inconsistent language, this Agreement, during its term, shall control. Each individual employee contract, when tendered to the employee, shall be signed by the president of the Board and shall incorporate by written reference the terms and provisions of this agreement.

B. SEPARABILITY

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed valid only to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

C. PRINTING AGREEMENT

Within thirty (30) days after the Agreement is signed, a copy shall be presented to all employees now employed and to new employees upon execution of their individual contracts and the cost thereof shall be paid by the Board. Any additional copies requested shall be paid for by the Association.

D. NOTICES

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by e-mail or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to the superintendent at the office of the superintendent.
2. If by Board, to the Association president at the building where the association president begins his/her work day.

E. DURATION PERIOD

This agreement shall be effective as of August 15, 2006 and remain in effect on all language/salary and insurance items until August 14, 2008. The total percentage increase of the salary, supplemental pay and insurance contracts for the 2007-2008 contract shall be equal to the total percentage increase made in the 2006-2007 contract. Minimum raise not be less than \$1000.

This Agreement shall automatically continue in force and effect for equivalent periods unless either party between the dates of July 1 and September 30 gives the other party written notice of its desire to terminate the contract on its termination date and to immediately enter into negotiations for a new agreement.

ARTICLE VI: WAGES AND SALARIES

A. SCHEDULE

The salary of each employee is covered by the regular salary schedule set forth in Schedule 2, which is attached hereto and made a part hereof. The "Phase money" attachment shall be made a part of Schedule 2.

B. ADVANCEMENT ON SALARY SCHEDULE

1. Increments. Employees on the regular Salary Schedule shall receive one step on the schedule for each one year of service until the maximum for their educational classification is reached. A year of service consists of employment in the Hartley-Melvin-Sanborn Community School District for ninety (90) consecutive teaching days or more in one school year. The Employer reserves the right to deny any employee an advancement on the Salary Schedule if the employee's services, based principally on formal evaluations, are unsatisfactory in the Employer's opinion.
2. Horizontal Advancement. To qualify for horizontal advancement, an employee, on or before January 15, shall file with the Superintendent a notice of intent to qualify for horizontal advancement on the salary schedule for the next contract year.

To advance horizontally on the salary schedule, an employee shall file transcripts with the Superintendent which certify that the required college or university credits have been earned. The transcripts shall be filed not later than thirty (30) days after the beginning of the contract year.

C. METHOD OF PAYMENT

1. Pay Periods. Each employee shall be paid in 12 equal installments, each installment to be paid on the 20th day of each month. Paychecks will be deposited by electronic direct deposit, and the employee will receive a facsimile payroll check at their regular building and on regular school days, and mailed to their home address during the months of June, July and August.
2. Holiday Checks. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
3. Final Pay. Each employee who is leaving the system may request to receive all or any part of his/her earned, contracted salary on the last pay period of the in-school work year by giving written notice to the superintendent within thirty (30) days prior to said last pay period and such amount shall be paid if economically possible in the superintendent's opinion.

ARTICLE VII: SUPPLEMENTAL PAY

A. EXTRA-CURRICULAR ACTIVITIES

1. Approved Activities. The Board and the Association agree that the extra-curricular activities listed in Schedule 3 are official school-sponsored activities covered by school insurance.
2. Rates of Pay. Employees who, by their individual agreements, have agreed to participate in extra-curricular activities shall be required to perform such service and shall be compensated according to the rate of pay of other stipulations in Schedule 3. This shall not limit the Employer's right to request a reasonable amount of supervisory assistance from the employee for school sponsored activities.

When agreed to by all parties, coaches may elect to combine pay rates within a job category and divide the total between them in a manner that is also agreeable to the district.

B. EXPENSES OF TRAVELING EMPLOYEE

The Employer shall endeavor to provide a school vehicle for use by employees in school business. Employees who regularly are required to engage in inter-school travel WITHIN THE TOWN OF HARTLEY by reason of scheduling shall receive an annual payment of \$100 for daily round trips which shall be deemed full compensation for the expense of such travel. Employees who are required to engage in inter-school travel between Hartley and Sanborn shall be compensated for miles actually driven (maximum 18 miles round trip) at a rate of 30¢ per mile. In other situations an allowance of thirty (30 cents) per mile shall be paid for an employee who is requested to use a personal car for field trips or other business of the district which has been authorized by the Superintendent or a principal. The Board shall provide adequate liability insurance protection for employees when their personal automobiles are used as provided in this section.

C. ADDITIONAL INFORMATION

Assignments such as adult education, driver education, summer band and summer school athletics, shall be voluntary. Preference in making such assignments will be given to regular employees in direct order of their seniority if the Board deems them qualified and if they are certified. Extra-duty assignments made by the principal for regularly scheduled events throughout the school year shall be shared by all faculty members and require no extra-duty pay. There shall be no assignment of duties to summer tournaments.

ARTICLE VIII: INSURANCE'S

A. INSURANCE

1. During the contract years, through August 14, 2007, each full-time employee shall be eligible to receive full coverage for a single PPO 500 policy, and married employees may receive 55% of the total cost of a family health and major medical PPO 1000 policy. The insurance coverage shall be the PPO 500/1000 plan. The parties agree to allow employees to participate in optional health insurance plans at their own costs, as provided by the insurance carrier. Part-time employees shall receive a pro-rata contribution for their insurance program.
2. Employees of the district that are married to each other shall each receive the benefit, which they may add together to apply to costs of dependent coverage. Employees desiring to change from single to dependent coverage or dependent to single coverage may do so during the year by giving written notice to the administration and the change shall be effective as soon as it is processed through the office and insurance company.
3. In addition, the board shall provide persons qualified for health and major medical insurance a \$20,000 term life insurance policy and AD & D insurance.
4. Workman's Compensation. Each employee shall be covered by workman's compensation paid for by the Board.
5. School Liability. All employees shall be covered by a liability insurance covering performance of duties in the course of the employee's employment. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid auto liability insurance.

B. COVERAGE

The Board-provided insurance programs shall be for twelve (12) month periods beginning September 1, through August 31, of each employee contract year. Employees new to the district shall be covered by Board-provided insurance no later than one (1) month after initial employment

C. DESCRIPTION

The Board shall request each insurance company with which coverage is obtained to provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a description of conditions and limits of coverage and to keep available with the office of the superintendent the form of application

D. CONTINUATION

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year. Employees who are on unpaid leave shall make arrangements to pay premiums through the school board for so long as the insurance company permits and thereafter directly to the insurance company.

ARTICLE IX: SICK LEAVE

A. ACCUMULATIVE BENEFITS

All employees shall be accorded sick leave days as follows:

Days allowed:

First Year 15 days

Second Year 11 days

Third Year 12 days

Fourth Year 13 days

Fifth Year 14 days

Sixth Year & Subsequent. 15 days

Any unused days of sick leave are cumulative up to a maximum of one hundred twenty (120) days. An employee will be charged for one-half (1/2) a day sick leave if the employee takes time off but has worked over four (4) hours of the workday. After three (3) days absence, the employee, at the request of management, and at the expense of management, shall furnish a statement from medical personnel as to the reason for the absence. At the request and expense of management the employee will obtain a second medical opinion from a different physician. In the event an employee determines that he/she will need to be absent for medical reasons the employee shall notify the superintendent of the expected leave dates and keep the administration advised of the employee's condition and advise the administration of the earliest date that the employee's doctor feels in his/her reasonable medical opinion the employee could safely return to work. The leave under this article shall terminate upon that date. If the administration desires, they may have the employee examined by a doctor mutually agreeable to both parties and the district shall pay the costs of that examination.

An employee may use a maximum of three (3) sick days per year from the total allocation in "A" for the purpose of caring for a sick member of the immediate family. "Immediate family" shall be the same as defined in X A 3.

B. SICK LEAVE EXTENSION

Additional sick leave pay may be considered and granted upon written application on an individual basis in emergency cases involving extended illness or injury.

C. NOTIFICATION OF ACCUMULATION

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 30 of each school year.

D. JOB RELATED ILLNESS OR INJURY

In case of absence due to injury or illness incurred in the course of the employee's employment for which workman's compensation benefits are received, the Employer after seven (7) days shall pay to the employee the difference between his/her salary and the benefits received under any workman's compensation benefits for the duration of such absence or ninety (90) days, whichever is the first to occur. After such ninety (90) days, the employee may elect to receive a portion of his/her sick leave to make up the difference between any workman's compensation and disability insurance payment and the employee's salary. The Employer reserves the right to require satisfactory proof of the existence or continuance of such injury or illness. The employee shall not, other than herein stated, use sick leave during such a leave.

ARTICLE X: LEAVES OF ABSENCE

A. PAID LEAVE

Employees shall be entitled to the following leaves of absence pay each school year. Such leaves shall be in addition to sick leave.

1. Personal. All teachers shall be allowed up to three (3) days of leave without loss of pay in any one fiscal year. Leave will be granted upon a minimum of three (3) days prior written request, to the teacher's principal except in cases of emergency. Up to three (3) teachers per building may be on personal leave on any given day. In the event that more than three (3) teachers request leave on the same day(s) in the same attendance center, leave will be granted in the order of their request. In the event of ties, requests will be granted to those employees with the greatest number of years in the district. Requests for personal leave before or after a vacation period may not be filed before September 1 of the school year in which the leave is requested.

Personal leave may not be taken during the following time periods: Conference days; during professional inservice/workshop days; nor the first five or last five student contact days of the school year. Exceptions to these blackout dates may be granted if at the sole discretion of the superintendent he/she deems the need is reasonable and necessary and will not impair the quality of education provided by the district. Employees will be reimbursed at the rate of \$80 per day for all unused personal days, or portion thereof, at the end of the contracted school year.

2. Jury and Legal. Any employee called for jury duty during school hours shall immediately notify his/her principal and be provided such time off for such a purpose. Any fees or remuneration which the employee receives during such time shall be turned over to the Hartley-Melvin-Sanborn Community School System.
3. Bereavement. An appropriate amount of time off in the opinion of the superintendent of up to five (5) days shall be granted in the event of death in the immediate family, or up to (1) day in case of the death of an unusually close friend. Bereavement leave shall be used for arrangement of the funeral, attendance at the funeral, and for any other purpose directly arising from the said death or illness. Immediate family is to be defined as husband, wife, father, mother, son, daughter, stepchild, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchild, and grandparent.
4. Selective Service Physical. Employees called for selective service physical examinations shall immediately notify his/her principal and be excused without loss of pay for such purposes.

5. Professional Leaves. Professional leave for the purpose of professional improvement of the employee of up to two (2) days per subject area taught shall be granted by the Board on written application where such leave is reasonably related to the duties of the employee, where the costs approved by the Board, are consistent with the budget, and are financially prudent in light of the school system's financial condition and where such time off is not unusually disruptive to the school system. The Employer shall pay such costs which shall not exceed: (a) travel – 40 cents a mile - 400 mile limit; (b) lodging - \$70 a day; (c) meals - \$25 a day; (d) registration fee and (e) the cost of a substitute teacher.
6. Good Cause. Other temporary paid leaves of absence maybe granted in writing for good cause in the superintendent's discretion.
7. Association Leave. Five (5) days of association leave shall be available for use in conducting association business. No person may use more than three (3) consecutive days for utilization of this leave, nor may more than two persons be using association leave at the same time. The association shall reimburse the district for the amount paid to substitutes for each time association leave is utilized.

B. UNPAID LEAVES

1. Military Service. Leaves of absence are granted for military purposes, not to exceed the enlistment or draft period. On completion of the military service, the employee is entitled to reinstatement at the same step on the salary schedule as he/she held at the time he/she took such leave, but subject to the following conditions: that the position was not abolished; that he/she is physically and mentally capable of performing the duties of the position; that he makes written application for reinstatement to the superintendent within ten (10) days after termination of military service; and that he/she submits an honorable discharge from the military service. The Board in its sole discretion shall have the right to schedule the employee's prompt return so as to avoid cost or disruption of education.
2. Association. A leave of absence without pay for up to two (2) years shall be granted to an employee for the purpose of serving as an elected officer of the Association. Upon return from such leave, such employees shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as they would have accrued had they taught in the system during such period.
3. Family Illness. A leave of absence without pay for up to two (2) years may be granted on written request for the purpose of caring for a seriously sick or injured member of the employee's immediate family. The Board shall establish reasonable terms and the conditions of such leave.
4. Educational Improvement. A leave of absence without pay of up to two (2) years may be granted to any employee, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities. The Board shall establish reasonable terms and conditions for such leave. Upon return from such leave, the employee shall be placed at the position as held at the time the leave started and maintain the same benefits employees are then receiving.
5. Accompanying Spouse to Meet Business Obligations. After all paid personal leave is used, an unpaid leave of absence of up to five (5) days will be granted to any employee for the purpose of accompanying a spouse who, in the course of his/her business must attend a company sponsored conference or business meeting or who has earned a company paid trip which cannot be taken during non-school days. Such leave will only be granted once, every other year.
6. Good Cause. Other unpaid leaves of absence may be granted in writing for good cause at the superintendent's discretion.

C. NOTICE AND SCHEDULING

When an employee takes a leave provided for under Paragraph A, the employee shall notify the Employer of his/her intended date of return; however, if he/she plans to return earlier he/she must notify the immediate employer representative of such intention by no later than 3:00 p.m. on the previous day. If the employee does not give the required notification of intent to return early and a substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half day, and the pay for this will be deducted from the employee's salary.

D. NOTIFICATION OF ABSENCE

The employee shall notify the superintendent or his/her principals of any absence at the telephone number to be utilized by the employee for such notification, which shall be given not later than 7:15 a.m. on the day of absence in order to ensure substitute coverage.

E. FAMILY AND MEDICAL LEAVE

Consistent with the Family Medical Leave Act, each employee who has been employed at least 12 months and who has worked at least 1,250 hours during the preceding 12 months will be granted a maximum of twelve (12) weeks unpaid leave of absence each year. For the purposes of calculating the twelve (12) week period, the year will be defined as the fiscal year, beginning on July 1 and ending on June 30.

Under this section, family and medical leave will only be granted for the following purposes:

- a. for the employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position;
- b. to care for the employee's spouse, child or parent who has a serious health condition;
- c. the birth and care of an employee's child; or to care for a child placed with the employee through adoption or foster care.

Employees may utilize any existing paid leave provided by this Agreement which will be counted toward the twelve (12) week family and medical leave period in this section to the extent which the purpose for such leave is for a purpose provided above (a-c) and which is for a purpose established under the existing paid leave provision for which the paid leave will be taken. Upon exhaustion of paid leaves counted toward the twelve (12) week family and medical leave period, any remaining family and medical leave taken will be unpaid.

The District shall continue the District's contributions towards health insurance on behalf of the employee for up to twelve (12) weeks. If the employee has more than twelve (12) weeks of paid leave available, the District shall continue its contribution until the paid leave is exhausted. The employee shall remit the employee's contribution toward health insurance by the date the District makes payment to the insurance carrier or within thirty (30) days thereafter. The employee will be required to reimburse the District for any employee-owed benefit contributions made by the District on the employee's behalf while the employee was on unpaid leave under this section.

The District may require an employee to provide written certification from a health care provider when and employee requests leave under this section for employee's own serious health condition or to care for the employee's parent, spouse or child with a serious health condition. Employees shall make all required notices and requests on forms developed by the administration. All other relevant terms and condition of the Family Medical Leave Act not addressed herein will apply and supersede any conflicting provision of the Agreement. This section of the Agreement shall be null and void should the Family Medical Leave Act be repealed. The Family and Medical Leave Act shall no way reduce or adversely impact any other provisions of this Agreement.

ARTICLE XI: EMPLOYEE WORK YEAR

A. IN-SCHOOL WORK YEAR

1. Regular Contract. The in-school year for employees contracted shall be one hundred ninety four (194) days for newly employed teachers; one hundred ninety two (192) days for all other teachers. Extended contracts shall be in addition to the Regular Contract. The Regular Contract days shall include six (6) inservice days and six (6) holidays, but are exclusive of the designated vacations below.
2. Definition of In-School Work Year. The in-school work year shall include regularly scheduled days pursuant to the school calendar on which employee attendance is required
3. Non-Attendance. Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.

B. HOLIDAYS

The employees shall receive six (6) holidays for which salary will not be deducted, to-wit: Labor Day, Thanksgiving, Christmas, New Years, Good Friday, and one day in the second semester as the board may designate in the calendar. Employees shall also receive a winter vacation of at least ten (10) days, inclusive of Christmas and New Years and a spring vacation of three (3) days which may be scheduled to include the Easter weekend and the following Monday. No employee shall be required to perform duties on any of the above holidays or vacations.

If employees covered by this Master Contract are included in the determination of the calendar recommendation(s) to the Board of Directors and where that recommendation(s) is accepted by the Board, days identified as SNOW DAYS in the calendar may be agreed to as emergency make up days without further waiver from the Association.

ARTICLE XII: TRANSFERS

A. DEFINITION

The assignment of an employee to a different job classification, grade level, or subject area shall be considered a transfer.

B. NOTIFICATION OF VACANCIES

The superintendent shall post vacancies which occur during the school year for the following school year. This posting may be done via e-mail to all certified staff or by posting a list of vacancies on the faculty room bulletin board of each attendance center. Such posting shall be done within a reasonable time of the knowledge of the vacancies.

C. VOLUNTARY TRANSFER PROCEDURE

Applications for transfer shall be considered by the administration on the basis of certification, qualifications, previous experience in the district, and impact of the transfer on the programs of the system.

D. INVOLUNTARY TRANSFER PROCEDURE

1. Notice. Notice of involuntary transfer or reassignment shall be given in writing to the involved employees as soon as practical and in no case later than June 1st, unless the situation giving rise to the transfer comes to the attention of the administration after May 15th, in which case the notice shall be given within thirty (30) days of the date the need to transfer became known. Decisions for transfers will be based on the formation of the most effective team(s); then prior experience in the new grade level or curricular area.
 2. Meeting. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the superintendent, at which time the employee shall be given written reason(s) for the involuntary transfer.
- E. In the event of a voluntary or of an involuntary transfer, the ultimate and final decision shall be at the sole and exclusive discretion of the superintendent.

ARTICLE XIII: EMPLOYEE HOURS AND LOAD

A. WORKDAY

1. Length of the Day. The in-class workday shall consist of not more than eight (8) hours which shall include a duty-free lunch period. Extra-curricular activities may extend beyond the eight (8) hours.
2. Arrival and Dismissal Time. The Employer shall establish the start and finish time of each in-class workday and extra-curricular activities after conferring with the Association Chairperson.

B. LUNCH PERIODS

1. Duration. A weekly average of 20 minutes per day shall be granted each employee.
2. Leaving the Building. Employees may leave the building without requesting permission during their lunch periods.

C. FACULTY MEETINGS

Not more than nine (9) faculty meetings will be scheduled during the year. Faculty meetings scheduled to start after student dismissal shall start within five (5) minutes after student dismissal and shall not extend more than one (1) hour beyond the end of the workday, except in case of emergencies or circumstances beyond the control of the principal or superintendent. Extra meetings may be called in case of emergency and circumstances beyond the employers control or in case of North Central Accreditation meetings.

D. NOTICE AND AGENDA

The notice of an agenda for any meeting shall be given to the employees involved at least two (2) days prior to the meetings, except in an emergency. Employees shall have the opportunity to suggest items for the agenda.

E. PREPARATION TIME

1. Weekly Time. The Board shall attempt to provide classroom employees adequate preparation time during the regularly scheduled workday in which they shall not be assigned to any other duties, except in case of emergency or circumstances beyond the control of the superintendent or principals. It is agreed that a weekly average of 40 minutes per day for all employees (elementary, middle school, and high school) is adequate preparation time.
2. During an employee's scheduled preparation time the employee may leave his/her assigned building with the consent of the principal for purposes of handling unusual circumstances which cannot be handled outside of the normal working hours.

F. FIELD TRIPS

Field trips shall be scheduled and implemented by the principal after conferring with the participating employees.

ARTICLE XIV: REDUCTION OR REALIGNMENT OF STAFF

A. COVERAGE

All employees under this Agreement.

B. LAYOFFS

In the event that layoffs become necessary, staff reduction will be accomplished in the following manner:

1. Board will first attempt to accomplish same through attrition.
2. If reduction of staff cannot be accomplished by attrition, those employees with emergency or temporary certification in the category affected shall be first laid off followed by employees classified on probationary status.
3. For the purpose of this Article, "category" is defined as:
 - a. Classroom teacher in grades K-6 (includes Special Education and Title 1)
 - b. Classroom/Core Academic Discipline Teachers in Grades 7-12 (includes Special Education and Title 1)
 - c. Art, Vocal Music, Instrumental Music, Physical Education, Library, Counseling, Athletic Director, Foreign Language, Industrial Arts, Vocational Agriculture, Family Consumer Science, Business Education, Work Exploration Coordinator, Technology Director and Curriculum Coordinator in Grades K-12.
4. If fully certificated, non-probationary employees, properly endorsed by the State of Iowa, are to be laid off, seniority will be the main factor but other factors (including educational training, certification and evaluations) will be considered in making the decision.

5. When it is determined that seniority will be the factor in reduction of fully certificated, non-probationary employees, those with the least experience in terms of consecutive contracted days of service in this district (as calculated from the employee's first day of contracted service in this District, as determined by the date of individual contract signing) in the affected category, shall be next laid off, provided, however, that if the layoff of such employee will result in discontinuance of an existing program area, such employee shall be retained and the next least-so experienced employee whose layoff would not result in such discontinuance shall be next laid off. In the event that contracted days of service is equal, the contract renewals will be given those employees deemed by the Superintendent to be most qualified. Extra duties and supplemental pay assignments shall not be criteria in the layoff.
6. The Board shall have the right to realign remaining staff assignments as necessary.
7. Teachers with assignments in multiple curricular areas or categories will maintain seniority in both groups as long as they are assigned to that curricular area or category.
8. Should a teacher transfer (whether voluntary or involuntary) from one curricular area or category to another, as prescribed in Article XII, the teacher's seniority shall carry over to the new assignment (beginning with the 2004-2005 school year).

C. RECALL RIGHTS

Laid off employees or employees requested to resign in lieu of a layoff shall be recalled in inverse order of being laid off or such a resignation as openings develop in their previous curricular area. Recalls will be accomplished by written notice from the superintendent to the employee's last known address stating a date to report for work. The employee will have ten (10) days from mailing to advise the superintendent in writing of the employee's intention to accept the recall and to report for work on the designated date. Failure to respond timely or to timely report for work will be deemed a rejection and the superintendent may notify the next employee to be recalled or if there are none, hire a new employee.

Any employee laid off pursuant to the policy shall have recall rights to any position for which he or she is or may become qualified for one (1) year from the effective date of employee's layoff.

D. BENEFITS

Any recalled employee shall upon return receive the same benefits then in effect and will be placed on the salary schedule at the same sequence as the employee held at the time of the layoff.

E. SENIORITY NOTICE

A Seniority List will be prepared and distributed to all buildings by October 1st of each school year. Inquiries on seniority placements must be in writing, to the superintendent of schools, and filed in his/her office within seven (7) days of seniority posting. The superintendent will consult with the person filing the inquiry and, if an error is found, a new list will be posted within seven (7) days of this determination.

ARTICLE XV: HEALTH PROVISIONS

A. PHYSICAL FITNESS - NEW EMPLOYEES

All new employees are required to provide satisfactory evidence to the Superintendent of physical fitness to perform duties assigned and freedom from communicable disease prior to reporting for duty. The employee shall select the physician for the physical and the Board shall pay the cost of such examination, up to \$33. TB tests will be provided by the district, during pre-school inservice, at the district's cost. Employees may obtain TB tests from their own provider at their own cost. The Board may require a subsequent examination and select the physician and the Board shall pay the cost of such examination. Each new employee shall be advised in writing of the physical fitness requirements at the time of employment.

B. PHYSICAL FITNESS - CONTINUING EMPLOYEES

All continuing employees shall have a physical examination every three (3) years by a physician selected by the employee. The Board shall pay the cost of the examination and TB tests at the same rate and in the same manner as listed in "A" above. If further physical examinations are required by the Board, the Board shall select the physician and pay all costs.

ARTICLE XVI: SAFETY PROVISIONS

A. PROTECTION OF EMPLOYEES

1. Unsafe and Hazardous Conditions. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. Where the employee's job requires safety equipment, it shall be provided at the Employer's cost.
2. Use of Reasonable Force. An employee may, within the scope of his/her employment, use and apply such amount of force as is lawful, reasonable and necessary; to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.
3. Legal Action Against an Employee. Whenever any legal action is brought against an employee resulting from the employee's activities within the scope of his/her assigned duties, the Board shall provide the employee with defense and indemnification, except from a judgment for punitive damages.
4. Assault of an Employee. The Board shall give its cooperation in any proceeding initiated by an employee arising from an assault upon the employee while acting in the scope of his/her duties. The Board shall not be obligated to provide or pay for any of the employee's legal expense relating thereto.
5. Reporting Assaults. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal.
6. Bomb Threats. In all cases, where a school official is notified of a bomb threat, the affected building or buildings shall be closed by the superintendent and all students evacuated until such time as a thorough search reveals the bomb or the lack thereof. No employee shall be required to search for a bomb.
7. Emergency Transportation. An employee required to transport ill or injured students from school to home shall endeavor to use a school vehicle, but if required to use a personal vehicle, the employee will be reimbursed at the rate of thirty cents (30 cents) per mile for such travel.
8. First Aid. The Board shall provide, in each building, personnel and equipment to provide first aid treatment for employees.

ARTICLE XVII: FORMAL EMPLOYEE EVALUATION PROCEDURE

A. NOTIFICATION ASSIGNED EMPLOYEES

Within two (2) weeks after the beginning of each school term or in case of employees hired during the school year within two (2) weeks after they begin work, the building principal shall hold orientation meetings in order to acquaint employees with the district's formal evaluation procedures established herein, the Iowa Teaching Standards and Criteria, and the instruments to be utilized in the Professional Growth Plan. At that time each employee will be advised as to the designated supervisor(s) who will observe and evaluate the employee's performance in the development and implementation of his/her achievement and maintenance of the Iowa Teaching Standards and Criteria.

The building principals of each building in which an employee works shall be responsible for notification and evaluation of such employees.

B. TIER I: BEGINNING TEACHER

Currently determined by the State of Iowa and the Iowa Department of Education.

C. TIER II: THE CAREER TEACHER

1. *Career teacher* is an individual who is serving under a standard license and has had at least two years of successful teaching in a public school in Iowa or has had three years of successful teaching in a nonpublic Iowa school or in a school outside of the state of Iowa. Tier II will include all career teachers who are demonstrating continued competence on the Iowa Teaching Standards.
2. Purpose: To enhance professional growth, to focus on district school improvement goals, to focus on continuous implementation of the Iowa Teaching Standards and Criteria
3. Process: Continuous review of the implementation of the Iowa Teaching Standards and Criteria and continued documentation that the career teacher meets the district expectations and the Iowa Teaching Standards through a performance review at least once every three years. Collaborative development of individual/team professional growth plans. Reflection and feedback on growth plan progress and impact through at least an annual conversation with the supervisor.

D. PROCESS FOR PROFESSIONAL GROWTH PLANS

1. The *Professional Growth Plan* is drafted by the teacher. It will identify any other staff members who are working collaboratively with the teacher as part of the plan.
2. The evaluator will meet with the teacher to review the draft plan, work with the teacher on any modifications needed, and approve the plan. Both the teacher and evaluator will have a copy of the final plan. In those few cases where a teacher and evaluator cannot fully agree on the plan, discussions will be held with a representative selected by the evaluator and one selected by the teacher. The goal of this discussion is to help resolve the disagreement. In those rare situations, where there is still disagreement, the evaluator makes the final decision.
3. Informal discussions of the progress of the plan may be initiated by either the teacher or the evaluator at any time.
4. If, during the term of the plan, a teacher wishes to modify the plan, the teacher will meet with the evaluator to discuss proposed changes and submit a revised plan for any agreed-upon changes. Both the teacher and evaluator will have a copy of the revised plan.

5. An annual conference will occur to review progress in meeting the goals in the plan, to review collaborative work with other staff on student achievement goals, and to modify the plan as necessary. The annual conference will be documented in writing and will be signed by both the evaluator and the teacher.
6. The teacher retains other materials created and collected, as part of the *Professional Growth Plan*, as supportive evidence of the teacher's continuous implementation of the Iowa Teaching Standards.
7. The law requires that "supporting documentation from other evaluators, teachers, parents, and students" be collected for the performance review. Teachers are responsible to collect such documentation each year from one or two of the groups. Selection of these documents will be at the discretion of the teacher. This collection of data could be included in the action plan segment of the *Professional Growth Plan*.
8. At the end of year three, the teacher and administrator will work collaboratively to submit a *Performance Review* showing progress on the plan. The evaluator will make the final determination whether there is a preponderance of evidence that the expectations of the Iowa Teaching Standards have been met. Both the teacher and administrator will have a copy of this report, which will be placed in the personnel file.
9. The teacher may have a representative present at any meeting involving the *Professional Growth Plan*.

E. PERFORMANCE REVIEW PROCESS

Career Development Portion of the Performance Review

1. Throughout the career development portion of the performance review process, the teacher and evaluator will meet annually to discuss progress on the Professional Growth Plan.
2. The administrator's comments and reflections should be written after the discussion and before signatures. Comments may be added during the conference. Both the teacher and administrator will have a copy of this report that will be placed in the teacher's personnel file.

Observation Portion of the Performance Review

3. Classroom observations and subsequent reflective discussion will occur at a minimum two (2) times annually throughout the Performance Review.

Summative Portion of the Performance Review

4. At the end of year three, the evaluator will collaborate with the teacher to complete the *Performance Review* form. A conference will be held at a mutually agreeable time. Both the teacher and the evaluator will sign the form. If an evaluator indicates that a teacher is not meeting the expectations of the Iowa Teaching Standards, then those standards not being met must be identified. The information and evidence used to make this decision will be provided to the teacher.
5. If the teacher is meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future career goals that might be included in the next career development plan.
6. If the evaluator determines the teacher is not meeting the Iowa Teaching Standards, the evaluator and teacher will discuss future steps. While a joint decision is preferable, the evaluator will ultimately recommend:
 - a. Creating a new career development plan that focuses only on the Iowa Teaching Standards not met with a performance review held within twelve months, or
 - b. Placing the teacher in the career teacher assistance program awareness phase.

7. The teacher may have a representative present at any meeting involving the performance review or other evaluation.

F. APPEAL

Any employee who feels that the procedure established herein was not adhered to may submit a dispute to the grievance procedure.

G. PERSONNEL FILE REVIEW

1. Each employee shall have the right at any time to review the contents of his/her personnel file and make a copy of any document except for college transcripts, records and recommendations. At the request of the employee, one (1) representative from the Association may accompany the Employee in such a review.
2. Except for existing personnel files, the Employer shall not establish any separate personnel files, except for the grievance files.
3. The designated supervisor shall keep in confidence all contents of the evaluation reports.
4. A copy of any complaints directed towards an employee which is placed in his/her personnel file shall be forwarded to the employee.

ARTICLE XVIII: EARLY RETIREMENT

Employees who are at least fifty-five (55) years old and who have a minimum of ten (10) years of continuous service to the district, may be eligible for Early Retirement. Refer to Board Policy 403.8 for more information.

ARTICLE XIX: INSERVICE EDUCATION

A. MAKEUP

The Board shall appoint an Inservice Education Committee which shall consist of five (5) members composed of teachers and principals, three (3) of whom shall be designated by the Association. The membership of the Committee should provide for a good cross-section of grade level and building representation and shall select their own chairperson.

B. RESPONSIBILITIES

The Inservice Education Committee shall be responsible for planning and evaluating the content and format of any employee orientations or in-service training conducted during the regular work day and the in-school work year. The Committee may appoint such sub-committees as it deems appropriate. The Committee shall submit its plans to the superintendent for his/her approval. Before any special unusual costs are incurred by the Committee, they shall be approved in writing by the superintendent.

C. COSTS

The Board shall budget such reasonable funds as it deems necessary to defray the cost of in-service programs.

ARTICLE XX: MISCELLANEOUS

- A. Reserved Rights. Any rights, powers or remedies vested in the Employer or the employees by reason of Chapter 20 of the Code of Iowa (1975) shall be reserved to such parties and shall not be deemed limited by the terms hereof.
- B. Notice of Board Policy. The Association shall receive written copies of all board policies as they are issued.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents and chief negotiators, and their signatures placed thereon, all on the 11th day of May, 2005.

Hartley-Melvin-Sanborn
Education Association

By Peggy Duncan
Karen Rosenboom
Its Co-Presidents
Peg Duncan/Karen Rosenboom

By Dale Orthmann
Its Chief Negotiator
Dale Orthmann

Hartley-Melvin-Sanborn
Community School
Board of Education

By Sherry Rosenberg
Its President
Sherry Rosenberg

By Lynn Evans
Its Chief Negotiator
Lynn Evans

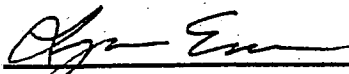
MEMO OF UNDERSTANDING

Insurances

Upon the ratification of the 2005- 2006 Master Agreement between the District and the Association, and beginning July 1, 2005, the District agrees to allow employees eligible for the medical insurance benefit to select an offered plan that is at a lower cost to the district than the agreed upon medical insurance benefit. In return, for those staff members that participated in the medical insurance benefit during the 2004-2005 school year, the difference between the agreed upon plan and the lesser-cost plan can be placed into a Tax Sheltered Annuity, in accordance with Internal Revenue Service guidelines.

Employees that chose to opt out of the medical insurance benefit during the 2004-2005 school year, or future years, are not eligible for the above-mentioned TSA contribution until they have participated in the medical insurance benefit for one year.

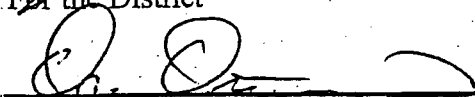
Beginning with the 2005-2006 school year, all newly hired employees that are eligible for the medical insurance benefit shall be required to participate.



For the District

5/16/05

Date



For the Association

5/16/05

Date

MEMO OF UNDERSTANDING

Sick Leave Bank Policy

Upon the ratification of the Agreement between the District and the Association, and beginning July 1, 2001, the District agrees to change the sick leave bank policy to permit the use of family illness days from the sick leave bank, prior to an employee's use of personal days.

Schedule 3

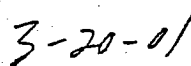
Upon the ratification of the Agreement between the District and the Association, and beginning no later than October 1, 2001, the District and the Association agree to enter into a joint study of AEA #4 and Siouxland Conference Cocurricular Salaries. The intent of this study will be to gather data which will drive the District's and Association's negotiations on Schedule 3 salaries for the next Master Contract. Further, it is agreed that the Association may select two members of this study team who will also be members of the HMSEA Negotiations team. The District will be represented by the superintendent and one other person selected by the Board.

Article X: Personal Days

It is noted that in our discussion on the timing of approval of personal leave, the association was supportive of the district's intent to not give final approval for personal leave more than 30 days prior to the leave, with leaves being granted on a first come basis, where applicable to the master contract.



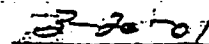
For the District



Date



For the Association



Date

SCHEDULE 2

PHASE MONEY

B.A. Base plus Phase II added on top of B.A. Base with provision that any reduction in Phase II receipts from anticipated receipts would be automatically reduced dollar for dollar.

If the amended finance formula that replaces the current school finance formula produces an amount less than the total of:

- (1) the Phase II
- (2) the formula funds from the previous year
- (3) the minimum state growth for the year at issue applied to the previous year

then the total base salary shall automatically be reduced on a dollar for dollar basis to reflect the dollars not received.

Each year the negotiation procedure will be to reduce the base by the Phase II money-negotiate the settlement or have the fact-finding and arbitration and then add the Phase II money on top.

Phase III money will be dealt with according to statute.

**SCHEDULE I
GRIEVANCE REPORT**

Date Filed _____ # _____

Hartley-Melvin-Sanborn Community School District

Building _____

Name of Aggrieved Person _____

Distribution of Form

1.	Association
2.	Employee
3.	Principal
4.	Superintendent

LEVEL II

A. Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal _____

Signature

Date

LEVEL III

A. _____
Signature of Aggrieve Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent Date

LEVEL IV

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator Date of Decision

		SCHEDULE 2			
HARTLEY-MELVIN-SANBORN COMMUNITY SCHOOL DISTRICT					
		2006-2007 SALARY SCHEDULE			
STEP	BA	BA+15	BA+30	MA	MA+15
0	20,700	21,528	22,356	23,184	24,012
1	21,528	22,356	23,184	24,012	24,840
2	22,356	23,184	24,012	24,840	25,668
3	23,184	24,012	24,840	25,668	26,496
4	24,012	24,840	25,668	26,496	27,324
5	24,840	25,668	26,496	27,324	28,152
6	25,668	26,496	27,324	28,152	28,980
7	26,496	27,324	28,152	28,980	29,808
8	27,324	28,152	28,980	29,808	30,636
9	28,152	28,980	29,808	30,636	31,464
10	28,980	29,808	30,636	31,464	32,292
11	29,808	30,636	31,464	32,292	33,120
12	30,636	31,464	32,292	33,120	33,948
13	31,464	32,292	33,120	33,948	34,776
14	32,292	33,120	33,948	34,776	35,604
15	33,120	33,948	34,776	35,604	36,432
16	33,120	34,776	35,604	36,432	37,260
17	33,948	34,776	35,604	37,260	38,088
18	33,948	35,604	36,432	37,260	38,088
19		35,604	36,432	38,088	38,916
20				38,088	38,916

SCHEDULE 3				
HARTLEY-MELVIN-SANBORN COMMUNITY SCHOOL DISTRICT				
2006-2007 SUPPLEMENTAL PAY SCHEDULE				
SPORT/ACTIVITY	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	(0-2)	(3-6)	(7-10)	(11+)
VARSITY HEAD COACH	3338	3403	3470	3539
VARSITY ASST. COACH	2268	2313	2357	2402
VARSITY GOLF	2268	2313	2357	2402
VARSITY XCOUNTRY	2268	2313	2357	2402
HS WEIGHT TRAINER	1548	1577	1610	1640
FLAGS	718	733	747	761
DRAMA	1671	1704	1739	1772
SPEECH	1311	1338	1364	1390
ASST HS SPEECH	961	981	1000	1019
VARSITY CHEERLEADER	1430	1460	1489	1516
ASST VARSITY CHEERLEADER	973	992	1011	1031
HS INSTRUMENTAL MUSIC HEAD	3338	3403	3470	3539
HS INSTRUMENTAL MUSIC ASST.	2810	2867	2920	2977
HS VOCAL MUSIC HEAD	3338	3403	3470	3539
YEARBOOK	1671	1704	1739	1772
NEWSPAPER	785	801	816	831
SCHOLASTIC ADVISOR	839	854	872	888
CHAPERONE	1022	1042	1062	1084
HS ATHLETIC DIRECTOR	3682	3756	3829	3903
MS HEAD COACH	1768	1803	1838	1874
MS ASSISTANT COACH	1391	1419	1446	1474
MS GOLF	1619	1650	1683	1717
MS WEIGHT TRAINER	196	201	204	208
MS CHEERLEADER	950	971	989	1008
MS INST/VOCAL MUSIC	1768	1803	1838	1874
MS ATHLETIC DIRECTOR	1768	1803	1838	1874